

Appendix B

Packing List for Delivery to Polling Places Before the Polls Open

Each Legislative District needs:

Can be distributed the day before the election if the polling place will be locked overnight:

- ☐ Voting booths
- ☐ Ballot bags – Provide enough bags for each legislative district so that no more than 1,500 ballots are placed in one bag
- ☐ Seals for ballot bags
- ☐ Manila tags or contents lists to be attached to each sealed ballot bag
- ☐ Paper clips and stapler for processing mutilated ballots
- ☐ Black felt-tip pens for marking ballots
- ☐ Ball point pens and rulers for entrance checklist
- ☐ Manila envelope for defective ballots and manila envelope for spoiled ballots
- ☐ Accessible voting system equipment and a tabletop voting booth for privacy
- ☐ Elections Guide binder
- ☐ Duct tape
- ☐ Summary and tally sheets, printed copy of a blank Official Return of Votes
- ☐ Copies of appropriate Appendices for voters to fill out.

Must be secured and delivered on Election morning:

- ☐ Vote tabulator in case with ballot test decks and Vote Tabulator Guide with backup memory card. Tabulator seal for memory card slot
- ☐ Boxes of ballots for legislative district
- ☐ Entrance checklist for each legislative district and exit checklist if used
- ☐ List of absentee voters
- ☐ Voted absentee ballots for each legislative district—in secure containers with notation of whether voters have been checked off Entrance Checklist

After the Polls Close: Where does it all belong?

Important: Use this to assist you in packing after the count is completed

Bring to Town/City Clerk (in folder or envelope provided by Clerk) for EACH Legislative District:

- ☐ First printed tally tape
- ☐ **Entrance Checklist for the Legislative District**
- ☐ Written explanation of any discrepancies between the Entrance Checklist and total number of voted ballots
- ☐ Completed Write-in Summary Sheet(s) (white) (All tallies of ballots counted by hand must be added to the summary sheet(s))

Also return to Town/City Clerk:

- ☐ All unused/undistributed ballots
- ☐ Opened (used) absentee ballot certificate envelopes. Store for 2 years, then destroy.
- ☐ Remainder of supplies (stapler, unused forms, pens, etc)

Place in ballot bag and seal:

- ☐ Exit checklist (if any)
- ☐ All voted ballots for ONE Legislative District (DO NOT put more than 1500 ballots in one ballot bag and do not mix ballots from different legislative districts!!)
- ☐ 2nd printed tally tape from the tabulator
- ☐ All used tally sheets (totals have already been transferred to summary sheet(s))
- ☐ Defective Ballots Envelope (containing ballots that are defective and cannot be counted because the voter failed to sign the early absentee certificate, or voter failed to place the ballots in the certificate envelope, or voter marked ballot in way that disclosed identity of the voter—**You must “include” the total number of these ballots when reconciling the Entrance Checklist to the # of voted ballots.**
- ☐ Replaced Ballots Envelope (containing ballots that were surrendered by voters who obtained a new ballot and deposited new ballot into the tabulator—Do NOT include the total number of these ballots when reconciling Entrance Checklist to # of voted ballots)
- ☐ Attach manila tag to each ballot bag: Tag must contain: Election Date, Legislative District, Destroy Date, and Bag _____ of _____.
- ☐ Place Contents List (sample on next page) in outside pocket of each ballot bag

Appendix B

Sample: To photocopy and place in outside pocket of ballot bag

Ballot Bag Contents

Bag _____ out of _____

- ☐ EXIT Checklist, IF ANY _____
- ☐ All voted ballots for _____ (Legislative District). DO NOT put more than 1500 ballots in one ballot bag, and do not mix ballots from different legislative districts!! Lay ballots flat in ballot bag, **DO NOT ROLL OR RUBBER BAND THE BALLOTS.**
- ☐ 2nd printed tally tape from the tabulator
- ☐ All used tally sheets (totals have already been transferred to summary sheets).
- ☐ Defective Ballots Envelope (containing ballots that are defective and cannot be counted because the voter failed to sign the early absentee certificate, or voter failed to place the ballots in the certificate envelope, or voter marked ballot in way that disclosed identity of the voter—**You must “include” the total number of these ballots when reconciling the Entrance Checklist to the # of voted ballots.**
- ☐ Replaced Ballots Envelope (containing ballots that were surrendered by voters who obtained a new ballot and deposited new ballot into the tabulator—Do NOT include the total number of these ballots when reconciling Entrance Checklist to # of voted ballots).
- ☐ _____ Please list any other items packed in ballot bag.